



Cayman Islands Airports Authority

Job Title:	Accounts Officer- Cash Collections	Job Category:	Finance
Department/Group:	Finance	Job Code/ Req#:	
Location:	ORIA	Travel Required:	local
Level/Salary Range:	Grade 3	Position Type:	Full-time
Job Holder:	Currently vacant		

Job Purpose: As part of the Finance team, to provide advice support and assistance to the Authority's wider network of stakeholders including airlines, suppliers, partners and customers as well as other CIAA and Finance team staff.

Dimensions: The Accounts Officer's primary role is to support and assist the Chief Financial Officer in the administration of the Authority's financial affairs. Good management decisions rely heavily on accurate and timely information. As such the overall financial health of the Authority is supported through the delivery of effective accounts services in accordance with Section 1, Airports Authority Law. The role of Cash Collections Officer is to be performed with high standards of service to external and internal stakeholders.

As part of a small team, the Officer is expected to be competent and flexible in all areas of work.

ROLE AND RESPONSIBILITIES

General responsibilities:

- The main point of contact for all car park and revenue collection points.
- Verify and account for daily collections at all collection points.
- Reviewing and analysing financial information, drafting reports and statistical analysis.
- Research and resolve issues relating to the car park management and general collections.
- Reconcile financial information with accounts and bank information.
- Provide advice and support to customers/suppliers.
- Provide advice and support to employees.
- Liaise with auditors and provide schedules as required.
- Filing and document management.
- Maintain process/procedure documentation and support the ERM systems.

Cash Collections: Working alongside the Accounts Receivable Officer, the job holder has primary responsibility for:

- Overseeing the management of the car park revenue system and operations.
- Verification, monitoring, reporting and reconciliation of car park revenues and database.
- Identification of issues with the car park revenue system and engage the relevant personnel to effect repairs to ensure maximum up-time and continuity of operations.
- Analysing car park revenue system reports and taking action to minimize fraud and/or improper use of the system.
- Ensuring the utilization of all features of the system to maximise revenue opportunities and improve customer experience.
- Monitoring and accounting for the collection, verification and reporting of earnings at all collection points.
- Coordinating, monitoring, reporting and managing deposits from all collection points.
- Monitoring of GTU customers and accounts to proactively address irregularities or non-payments.
- Management and reconciliation of floats and movements of cash.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

An Associate degree with 3 years' post qualification experience in receivables & cash management, reconciliations and database management.

Training and experience in car park management and logistics highly desirable

Alternatively, 8 years' experience in cash management and receivables working with a database of over 500 customers.

PREFERRED SKILLS

- Experience in managing line level employees and supervisors.
- Strong customer service and numeracy skills.
- Willingness to work flexible hours and strong team player.
- Ability to create, implement and maintain processes.
- Willingness to hold people accountable especially regarding cash handling.
- Ability to create a positive progressive discipline atmosphere.
- Attention to detail and accuracy.

- Organising skills with the ability to work under pressure and to meet tight time lines.
- Ability to prioritise multiple tasks to meet team deadlines.
- Good verbal and written communication skills.
- Ability to maintain confidentiality.
- Good working knowledge of spreadsheets and use of computerised systems.
- Ability to learn new processes and support continuous improvement.

ASSIGNMENT & PLANNING OF WORK

Work is assigned by the CFO through the designated supervisor.

Post holder must be self-motivated to achieve objectives without constant supervision.

SUPERVISION OF OTHERS

N/A

OTHER WORKING RELATIONSHIPS

All CIAA finance and administration staff as well as members of the public, clients, service providers and partners.

SAFETY RESPONSIBILITIES

The post holder has the following safety responsibilities:

- To comply with the relevant safety requirements and procedures outlined in the pertinent Aerodrome Manual and/or any Appendices thereof, including CIAA Safety Management Manual (SMM) and other duly approved Manuals, Safety Directives, and Safety Advisories.
- To apply system safety measures as required by safety management procedures and instructions.
- To advise the Chief Safety Officer of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting system safety.
- Supporting safety audits as and when they occur.
- Supporting safety investigations as and when they occur.
- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year.

SAFETY TRAINING & EDUCATION

As per Section 4 .1 of the CIAA SMS Manual (Vol. 2)

ADDITIONAL NOTES

WORKING CONDITIONS

Physical Effort

Frequent periods are spent sitting in the same location with some opportunity to move about. Occasionally required to stoop or lift light material or equipment.

The majority of work will involve long periods of computer-based activities.

Physical Environment

Located in a comfortable indoor area. Conditions could produce mild discomfort on occasion, e.g., moderate noise.

Sensory Attention

Regular need to give close attention, either hearing or seeing to what is happening.

Mental Stress

There is modest pressure from deadlines, accuracy or similar demands

The post holder must be flexible and willing and able to work beyond normal working hours, as required in order to meet deadlines.

Reviewed & Accepted by Employee:		Date:	Click here to enter a date.
Approved by supervising Chief or Manager:		Date:	Click here to enter a date.
Updated & Filed by HR:		Date/Time:	